

**PROHIBITED ITEMS:**

Recording Devices, Weapons, Cameras, Cellular Phones, Transmitting Pagers

**DIRECTIONS TO CLASS****FROM BALTIMORE WASHINGTON INTERNATIONAL AIRPORT (BWI)/LINTHICUM, MD:**

Exiting BWI, take I-195 to the BW Parkway (295) South. Stay on the Parkway to 495 North (sign says Baltimore). Don't merge onto the Beltway; stay to the right and take the next exit (23) for Kenilworth Ave. Exit at Kenilworth, and turn right at the end of the ramp (Northbound). Get in the left lane and make a left at the second traffic light onto Ivy Lane. Make the first left on Ivy Lane and park behind building 6411. The IOSS training facility is on the fourth floor, Suite 400A, ring the bell.

**FROM REAGAN NATIONAL AIRPORT/WASHINGTON, DC:**

Exiting the airport, take the George Washington Parkway North and exit to 395 North. Stay in the right two lanes crossing the bridge, and stay on 395 North. The highway ends at Rt. 50, New York Ave. Take Rt. 50 East (right turn at the end of the freeway), and watch for BW Parkway/295 signs. Take the Parkway (295) North to 495 North (sign says Baltimore). Don't merge onto the Beltway; Stay to the right and take the next exit (23) for Kenilworth Ave. Exit at Kenilworth Ave, and turn right at the end of the ramp (Northbound). Get in the left lane and make a left at the second traffic light onto Ivy Lane. Make the first left on Ivy Lane and park behind building 6411. The IOSS training facility is on the fourth floor, Suite 400A, ring the bell.

**FROM DULLES AIRPORT/NORTHERN, VA:**

Take I-66 or the Dulles Toll Road East to the Washington Beltway (495) North. On the Beltway you'll pass I-270, Bethesda, Silver Spring, and I-95 North. After you pass the Greenbelt Metro exit, the next exit is Kenilworth Ave. The ramp will split; take the left side and turn left (Northbound) onto Kenilworth Ave. Turn left at the third traffic light onto Ivy Lane. Make the first left on Ivy Lane and park behind building 6411. The IOSS training facility is on the fourth floor, Suite 400A, ring the bell.

**METRO**

Take the Metro Green Line to the end (Greenbelt). When you leave the station there is a shuttle (labeled "The Bus") near the Kiss and Ride area that comes every 15 minutes during rush hour and every 20 minutes otherwise. The fee is \$.75 (the driver doesn't have change) and the ride is about 10 minutes. The IOSS is in the Capital Office Park - 6411 Ivy Lane. The training facility is on the fourth floor; go left out of the elevator and left down the hall to Suite 400A; ring the bell.

**BILLETING/LODGING:**

Military billeting facilities are located on Ft. Meade, MD, but space is very limited and accommodations are not guaranteed, even for military personnel. Phone number: (410) 674-7700 or DSN (923) 7700/5884

**HOTELS: Please ask for Government Rates**

Greenbelt Marriott, 6400 Ivy Lane, Greenbelt, MD 20770. (Within walking distance to the IOSS.)  
Phone: (301) 441-3700 Fax: (301) 441-3995.

Courtyard Marriott, 6301 Golden Triangle Drive, Greenbelt, MD 20770. (Approx 15 minute drive to IOSS.)  
Phone: (301) 441-3311 Fax: (301) 441-4978

Holiday Inn, 7200 Hanover Drive, Greenbelt, MD 20770. (Approx 15 minute drive to IOSS.)  
Phone: (301) 982-7000 Fax: (301) 345-8271.

**TRANSPORTATION IN THE AREA:**

Airport Taxi (BWI Airport)	(410) 760-2255
Commercial Taxi (Post)	(410) 674-2200
Post Military Taxi	(301) 677-2227
Avis - BWI Airport	(410) 761-1621
Hertz - BWI Airport	(410) 760-6500

**DRESS CODE:**

**Civilians:** Business casual

**Military:** IOSS requests that military personnel wear business casual civilian attire as this is an offsite commercial location. Military uniform may be worn if required by your organization.

**LEAVE:**

Course credit is not given for students who do not complete the course. In cases of emergency leave, students are personally responsible for following the regulations of their parent organization to ensure they have proper authorization, and for notifying the Course Manager prior to 0800 on the day of absence. The course manager will provide you with an emergency number the first day of class.